

TS FORM

INTERSUBSIDIARY TRANSFER REQUEST FORM	DEPARTMENT ( & ORGANIZATION ) NAME	ONLINE? <u>      </u>	PAGE 1 OF 2
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<-----DOCUMENT ID----->							
TRANS TS	DEPT	R/ ORG	NUMBER	IS DATE	ACCTG PRD	BUDGET FY	BUDGET BUREAU CONTROL NUMBER
DEPT	ACCOUNT NUMBER	ACCOUNT NAME				DOUCUMENT TOTAL TRANSFER AMOUNT	INC/DEC

FROM SUB	UNALLOT?	TO SUB	RE-ALLOT?	TRANSFER AMOUNT

FROM SUB	UNALLOT?	TO SUB	RE-ALLOT?	TRANSFER AMOUNT

PREPARED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

THE DEPARTMENT HEAD HEREBY MAKES THE CERTIFICATIONS PRINTED ON PAGE 2 OF THIS FORM, AND  
CERTIFIES COMPLIANCE WITH ALL PROVISIONS OF LAW AND REGULATION GOVERNING THIS TRANSACTION.

DEPARTMENT HEAD APPROVAL: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

SECRETARIAT APPROVAL: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

BUDGET APPROVAL: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

<-----DOCUMENT ID----->			
TRANS TS	DEPT	R/ORG	NUMBER

IN APPROVING THIS INTERSUBSIDIARY TRANSFER TO REQUEST BY SIGNING THE FRONT OF THIS FORM, THE DEPARTMENT HEAD IS CERTIFYING AS TO:

- \* THE ACCURACY AND COMPLETENESS OF THE EXPLANATION PROVIDED FOR EACH REQUESTED INTERSUBSIDIARY TRANSFER;
- \* THE NECESSITY OF EACH REQUESTED INTERSUBSIDIARY TRANSFER TO MEET UNFORSEEN EMERGENCIES WHERE FUNDS ARE OTHERWISE NOT AVAILABLE TO PROTECT THE PUBLIC INTEREST;
- \* FOR EACH SUBSIDIARY FROM WHICH IT IS REQUESTED THAT FUNDS BE TRANSFERRED, THE SUFFICIENCY OF THE APPROPRIATION WHICH WOULD REMAIN IN THAT SUBSIDIARY TO MEET ALL OF THE EXPENDITURES REQUIRED IN THE CURRENT FISCAL YEAR; AND
- \* IF THE DEPARTMENT PERFORMS ITS OWN DATA ENTRY, THE EXISTENCE AND OPERATION WITHIN THE DEPARTMENT OR SUFFICIENTLY STRINGENT CONTROL PROCEDURES AS TO GUARANTEE THAT THE DATA ENTERED INTO MARS UNDER THIS DOCUMENT ID AND THE DATA DISPLAYED ON THIS PRINTED FORM ARE COMPLETELY IDENTICAL IN ANY AND ALL RESPECTS AFFECTING THE SUBSTANCE AND EFFECT OF THIS TRANSACTION.

EXPLANATION